

<b>Group:</b> Materials Management
<b>Designation:</b> General Manager/Dy.General Manager
<b>Location:</b> Palanpur
<p><b>Job responsibilities</b></p> <ul style="list-style-type: none"> <li>• Plan, supervise and monitor the work of the subordinate staff.</li> <li>• Implement the quality assurance system in the department.</li> <li>• Ensure timely indenting to procure items keeping in mind the lead time and consumption pattern.</li> <li>• Ensure maintenance of different ledgers, registers, etc. as per laid down procedures.</li> <li>• Ensure proper storage conditions of packaging materials, plant equipment spares, edible and non-edible items.</li> <li>• Ensure proper maintenance of non-conformed materials and arrange to return to the suppliers with proper ledger postings.</li> <li>• Fixed in consultation with other departmental heads and maintain it.</li> <li>• Prepare proposals for procuring items on urgent cash basis as well as for the items involving large financial investments.</li> <li>• Ensure prompt issuance of the materials based on the requisition from various departments / sections.</li> <li>• Ensure installation of proper safety devices in the strategic locations.</li> <li>• Ensure proper storage of hazardous chemicals.</li> <li>• Ensure proper storage of the scarp materials/ equipment and arrange to dispose of from time to time as per laid down procedures.</li> <li>• Submit the list of damaged/ spoiled items for writing off, from time to time with proper justification.</li> <li>• Prepare tender notice to dispose of scrap materials/ equipment.</li> <li>• Arrange for physical verification of stock from time to time.</li> <li>• Prepare departmental budget.</li> <li>• Appraise the performance of the subordinate staff.</li> <li>• Arrange for necessary training of the staff working under him.</li> <li>• Implement the instructions and abide by the service rules and standing orders.</li> <li>• Any other duties assigned from time to time.</li> </ul>
<p><b>Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Understanding of indenting, tendering, techno-commercial analysis, assets insurance, customs and other statutory obligations.</li> </ul>
<p><b>General Management Skills</b></p> <ul style="list-style-type: none"> <li>• Negotiation skills, communication and interpersonal skills, problem solving and decision making</li> </ul>
<p><b>Job Specifications</b></p> <p><b>Educational Qualification:</b></p> <p>BE/B Tech/MBA (Finance), preferably with Diploma/Degree in Materials Management.</p>

**Experience:**

- 12-15 years of post-qualification relevant experience.